12 September 1985

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (5-11 September 1985)

A. WORK IN PROGRESS

1. TRIS. Information Resources Management Division (IRMD) personnel continue to train component personnel in TRIS. By 20 September, 47 individuals will have been trained in the Collateral/Codeword Document Control System (CDOCS) part of TRIS. So far, student reaction has varied, primarily regarding differences from systems currently in use. Only the Ames Building Information Services Center currently is using CDOCS--to control documents for OIS and the Office of Research and Development. Control of Intelligence Community Staff and Office of Global Issues documents will be added once the primary registries for these offices start using the system.

2. TS DOCUMENTS. IRMD is arranging with the Directorate of Intelligence Records Management Officer and the Office of the Deputy Director for Intelligence (O/DDI) Top Secret Control Officer for an OIS annuitant to begin searching O/DDI holdings at the Records Center for unaccounted TS collateral documents; OIS annuitants will also begin searching files in the Office of Scientific and Weapons Research. All other DI offices have been searched.

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4. ISOO TASK FORCE. The Director, Information Security Oversight Office (ISOO), has circulated to appropriate agencies for comment the initiatives proposed by the five interagency task forces on information security, including the CIA/Air Force task force. To prepare the Agency's response to ISOO, IRMD has requested comments from the Office of Security, the DCI Security Committee, and the Office of General Counsel. The Office of Personnel has been asked to comment on one initiative concerning revision of the Federal occupational series standard for security positions.

B.   SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

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2.   HISTORICAL REVIEW ACTIVITIES. Dr. Kenneth McDonald, the Agency Historian, has held periodic talks with the Department of State (DOS) about the possibility of publishing Agency—or Agency predecessor organizations'—declassified documents in the DOS's supplemental Foreign Relations of the United States (FRUS) volumes. On 10 September, Dr. McDonald met with Neil Peterson of DOS and, according to the former, the following points were agreed to:

> CIA, in implementing the Historical Review Program, does not want to conduct research for specific documents.
>
> CIA does not believe DOS historians should consider culling CIA records for material.
>
> Mr. Peterson should prepare a description of the main supplemental volumes that DOS plans to compile.

The Classification Review Division plans to participate in future meetings with DOS on this subject.

3.   ACTIVITIES OF THE INFORMATION AND PRIVACY DIVISION. The current backlogs are: initial requests, 2066, and requests in administrative appeal, 176. The initial requests backlog continues its steady decline.

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B.   SCHEDULED EVENTS

On 11 September, records management officers from IRMD will begin a survey of the information management and registry operations in the Office of Legislative Liaison.

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Attachment

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11 September 1985

MEMORANDUM FOR: Deputy Director for Administration

STAT   FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (4 - 10 September 1985)

1. <u>The Week in Review</u>

	4 - 10 September 1985	1985 Weekly Average
a. New cases	55	55.8
b. Cases closed	80	79.6
c. New appeals logged	2	2.6
d. Appeals closed	1	1.6
e. Manpower (man-weeks)	77.6	100.5

2. <u>Current Backlogs</u>

    a. Initial requests - 2066
    b. Requests in administrative appeal - 176
    c. Requests in litigation - 82

3. <u>Spotlighted Requests</u>

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IPD, _____ (11 September 1985) (FINAL)
Distribution:
Orig - Adse
    1 - DCI/DDCI/Executive Director
    1 - DCI History Staff
    1 - DDI
    1 - DDO
    1 - DDS&T
    5 - OIS
    1 - C/PAO
    1 - Comptroller
    1 - IG
    1 - OGC
    1 - OLL
    1 - OP
    1 - OL

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    1 - C/IMS _____
    1 - DDO/IRO

STAT
   25 - DDO/IMS _____
    1 - DDI/IRO
    1 - DDA/IRO
    1 - IC/IRO
    1 - OTE/MAT
    1 - OIS/LA
    1 - IRG/OS
    1 - IPD Subject
    1 - IPD Chrono
    1 - IPD Reading Board
    1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY

10 September 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report, 28 August - 3 September 1985

    The Chief Historian for the DCI, Dr. Kenneth McDonald, has held periodic talks with the Department of State Historians William Staney and Neil Peterson about the possibility of publishing Agency declassified documents in supplemental FRUS volumes. During our meeting with outside consultants in April 1985, the consultants agreed that it would be a good way to place CIA materials into the public domain in an organized fashion. During the April meeting, Dr. Slaney, while supporting the idea, explained that the State Department did not have the resources to get out the FRUS supplemental volumes. It now appears that State has come around to consider the publication of such volumes and has been in contact with Dr. McDonald about possible Agency participation. The latter had a meeting with Neil Paterson on 10 September 1985 during which, according to Dr. McDonald, the following points emerged: a) CIA in implementing the Historical Reveiw Program does not want to conduct research for specific documents; b) we do not believe State historians should consider culling CIA records for material; c) and Mr. Peterson would prepare a description of the main supplemental volumes that State plans to compile. All of these points were mutually agreed to. As an example of one of the volumes Neil Peterson mentioned the reorganization of the intelligence structure following WWII covering the period from the end of the OSS through the creation of the CIA. Here, according to Dr. McDonald, State would be interested in CIA organization files, much of which have already been declassified . Representatives of CRD will participate in further meetings with State and report the results.

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CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 3-6 September 85 DIVISIONAL ___ HRB ___ INDIVIDUAL Combined Division

ACTIVITY	MATERIAL	EFFORT
	Job / Boxes	

RECORDS SEARCH/SURVEY _____/_____   FT _____ HRS_____
_____/_____
_____/_____

PREPARATION FOR REVIEW _____/_____   FT _____ HRS_____
_____/_____
_____/_____

DECLASSIFICATION REVIEW _____/_____   DOCS____ PGS____ HRS____
_____/_____

PROCESSING _____/_____   HRS __7__
  Rims Corrections _____/_____
_____/_____

PREPARATION FOR RELEASE _____/_____   DOCS____ PGS____ HRS____
_____/_____
_____/_____

COMPUTER INPUT
SYSTEM RIMS _____/_____   DOCS 20 PGS 20 HRS 40
_____ _____/_____
_____ _____/_____

CAPTURING DATA _____/_____   DOCS____ PGS____ HRS____
  FOR RIMS _____/_____
_____/_____

TRAINING   TYPE RIMS/bkgd rdg/other   HRS 10

ADMINISTRATIVE DUTIES   TYPE Mtgs./logs/sec./oth   HRS 7

OTHER ACTIVITIES   TYPE Brief/Disc/Man/FRUS   HRS 88

CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 3-6 September 1985	REVIEWER:	BRANCH:	External
SOURCE OF MATERIAL	TYPE OF REVIEW	NO. OF DOCUMENTS	NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE			
ARMY			
DIA			
JCS			
NAVY			
NSA			
OSD			
NARA			

STATE
CDC/SR (FRUS)			
CDC/MR			
OTHER (JFK Library)	Mandatory	1	1
SUB TOTALS		1	1

INTERNAL REQUESTS:

PRB			
IPD			
OLL			
OGC			
SAE	Separation	36	38
OTHER			
SUB TOTALS		37	39

SPECIAL PROJECTS:

RIMS			
OTHER			
GRAND TOTALS		37	39

10 September 1985

MEMORANDUM FOR: Director of Information Services

STAT   FROM:

Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report (4-10 September 1985)

A.   WORK IN PROGRESS

1.   TRIS. Information Technology Branch continues to train
component personnel in TRIS system operation.   Three two-day
sessions are being conducted during the two weeks ending
20 September.   Forty-seven individuals will have been trained in
the Collateral/Codeword Document Control System (CDOCS) part of
TRIS by then.   So far, student reaction to the system functions
has varied considerably, primarily regarding differences from
systems currently in use.   Only the Ames Building Information
Services Center currently is using CDOCS--to control documents
for OIS and the Office of Research and Development.   Control of
Intelligence Community Staff and Office of Global Issues
documents will be added once the primary registries for these
offices start using the system.

2.   TS DOCUMENTS.   Arrangements are being made with the
DI RMO and the O/DDI Top Secret Control Officer for an OIS
annuitant to begin searching O/DDI holdings at the Records
Center for unaccounted TS collateral documents.   The DI Planning
Staff is continuing its efforts to gain permission for OIS
annuitants to search files in the Office of Scientific and
Weapons Research.   All other DI offices have been searched.

STAT   3.   ADP RECORDS.
Information Management Branch (IMB), met with the Office of
Logistics Records Management Officer (OL RMO) and OL's database
administrator for the Federal Automated Requisitioning System
(FARS) to obtain further information on FARS and its
documentation.   The IMB representatives also met separately with
the OL RMO to begin drafting a records control schedule item for
the FARS system.   Later this week, they will begin interviewing
OL personnel responsible for the Inventory Control System (ICS).

STAT   4.   INFORMATION MANAGEMENT SURVEY.   and
STAT   Information Control Branch, will begin their
survey of Office of Legislative Liaison information management
and registry operations on 11 September.

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B.   SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

    1.   ISOO TASK FORCE. The Director, Information Security
Oversight Office (ISOO), has circulated to appropriate agencies
for comment the initiatives proposed by the five interagency
task forces on information security, including the CIA/Air Force
task force. To prepare the Agency's response to ISOO, IMB has
requested comments from the Office of Security, the DCI Security
Committee, and the Office of General Counsel. The Office of
Personnel has been asked to comment on one initiative concerning
revision of the Federal occupational series standard for
security positions.

STAT   2.   NATO DOCUMENTS. [   ] Agency Treaty
Organization Control Officer, ICB, received a telephone response
from the Chief, Central United States Registry (CUSR),
Department of Defense, confirming that four NATO documents on
record as being charged to the Office of Soviet Analysis had
STAT been destroyed by the U.S. Mission at NATO. [   ] is
preparing a memorandum to Chief, CUSR, on this and other matters
cited in the annual NATO inspection report on Agency procedures
for handling NATO documents.

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    4.   RECORDS CENTER. Records Center personnel performed the
following activities during the week:

        RAMS: Made 29 additions, 1 change, and
                             28 deletions.
        ARCINS: Jobs received/edited: 18.
                           Jobs keyed: 5 consisting of
                             681 entries.
                           Jobs completed: 11.
                           Title searches: 5.
        Accessions: Received 21 jobs totaling
                             132 cubic feet.
        Reference: Serviced 1,371 requests for records.
        Special Runs: One to NPIC.

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ADMINISTRATIVE - INTERNAL USE ONLY

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DA/OIS/IRMD/ ☐ dl (10 September 1985)

Distribution:
  Original & 6 - Addressee
         1 - IRMD Subject: IRMD Weekly Report w/background
         1 - IRMD Chrono

ADMINISTRATIVE – INTERNAL USE ONLY

10 September 1985

MEMORANDUM FOR: Director of Information Services

STAT

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities – 4 September
                  through 10 September 1985   STAT

1.   RPD is currently processing 140 jobs, down slightly from last week's

146. The average ongoing workload is 30 jobs per editor.   STAT

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2.   was received from OP via

the EO/DDA with a request for immediate handling. RPD processed the notice in

two hours and hand-carried to the EO/DDA for approval. An advance copy had

been furnished OGC by OP but the former did not review it prior to publication

and afterwards contacted RPD expressing reservations concerning the contents

of the now-published notice.   STAT

3.   EB No. 1284, Family Visitation Day, was processed for publication on

a priority basis. It was initiated by the chairman of the family visitation

day task force and reviewed by RPD, which also prepared the necessary

requisition, distribution schedule, and other paperwork.   STAT

4.   Likewise processed and being coordinated on an immediate basis was

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                                                              After

receiving the notice on 9 September, such handling was deemed necessary by RPD

because the permits are to be reissued in mid-September and become valid on

1 October.   STAT

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5. Processed for concurrence by OGC; the DI, DO, DS&T; and the EXDIR was

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STAT   This proposal, originated by OL, was singularly difficult to process

due to its complex subject matter and arcane nature.   STAT

STAT   6.   Processed for approval were

STAT   and its   Final

action had been suspended on these proposed notices until questions concerning

their content raised by the DO were resolved by OP, the originator.   STAT

STAT   7.   Also processed for approval was

STAT   This proposal was handled without coordination since its

contents, although requiring extensive editing by RPD, were the approved

product of a high-level Agency-wide task force.   STAT

8.   Several significant research projects were also carried out. The

Director of the Center for the Study of Intelligence in OTE queried RPD as to

whether an educational memorial fund had been established in honor of

Richard Welsh, the Agency officer assassinated by terrorists in Athens several

years ago. A check of RPD's files and a call to OP determined that no such

specific fund had been established, although a new memorial fund for the

children of employees who died in the line of duty had so been. The Chief of

the FBIS Registry enquired of RPD as to whether regulations required that

STAT   A search of relevant

regulations revealed no such requirement.   STAT

9.   The Chief of the OIT Registry requested a copy of the now-expired

STAT   with the possible intention of a

joint reissuance with OL.   STAT

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10. RPD furnished OS with a copy of each regulation in the [   ] category; ORD with eight copies of the newly-published [   ] [   ] and OL, OP, OC, OF, and OIS with copies of certain individual regulatory issuances. [   ]

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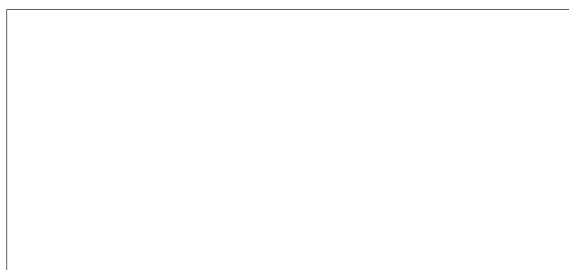11. RPD played host to two representatives of IRMD who met with an editor to discuss procedures for preparing a revision of [   ] [   ] for future submission to RPD for processing. [   ]

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Attachment

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